

PAST PERFORMANCE QUESTIONNAIRE AND INSTRUCTIONS

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS

The information obtained from this questionnaire will be used to evaluate the past and present performance of firms submitting offers in response to GSA's solicitation for services in support of the Resident Management System (RMS) on behalf of the U.S. Army Corps of Engineers, Apple Valley, CA. The information you provide will be instrumental in allowing the Government to evaluate how well the contractor performed under your contract(s).

- a. Please complete all sections of the attached questionnaire. Include your name and title, organizational address, e-mail address, telephone and fax number.
- b. Include the contractor's name and address, the title and/or description of the type of work performed, the award number, the value of the contract (including options), the award and completion date of the project and the type of award/solicitation.
- c. Use the rating scale found on the bottom left corner of the questionnaire to rate each performance element.
- d. Comments are encouraged and would be appreciated. The last page may be used if additional space is needed for comments. Clear handwritten responses are sufficient.
- e. Please e-mail your response to JoAnn Ancheta-Lim at joann.ancheta@gsa.gov with a copy to Carlo Morehead at carlo.morehead@gsa.gov shown at the bottom right corner of the questionnaire NLT the closing date of the solicitation.

Thank you for your time and participation.

TECHNICAL POC NAME & TITLE			ORGANIZATIONAL ADDRESS					TEL NO.: FAX:	
								E-MAIL:	
CONTRACTOR'S NAME & ADDRESS			TITLE OR DESCRIPTION OF REQUIREMENT:					CONTRACT TYPE: <input type="checkbox"/> FIXED PRICE <input type="checkbox"/> COST + FEE <input type="checkbox"/> COMPETITIVE <input type="checkbox"/> NON-COMPETITIVE <input type="checkbox"/> SET-ASIDE <input type="checkbox"/> T&M <input type="checkbox"/> NEGOTIATED	
CONTRACT AND TASK ORDER NUMBERS:			CONTRACT/TASK ORDER VALUE AND FUNDING (INCL OPTIONS):					CONTRACT/TASK ORDER PERIOD OF PERFORMANCE	
PAST PERFORMANCE ELEMENT			RATING					COMMENTS	
			1	2	3	4	5		6
1. Contractor demonstrated a thorough understanding of technical requirements of the contract/task.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Contractor anticipated/identified and resolved problems effectively and timely.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Contractor managed and directed resources (i.e. personnel, subcontractors, equipment, etc.) effectively.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Contractor provided the necessary skilled personnel to perform the required work.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Contractor retained the necessary skilled personnel and maintained a low turnover rate.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Contractor met scheduled contract delivery dates.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Contractor provided accurate, complete and high quality deliverables and quality services.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Contractor complied with the terms of the contract, stayed within total costs, and monitored funds appropriately.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. I would hire this contractor again.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	0 – 25% of the time	Strongly Disagree	PLEASE RETURN COMPLETED RESPONSE TO: JoAnn Ancheta-Lim at joann.ancheta@gsa.gov and to Carlo Morehead at carlo.morehead@gsa.gov.						
2	26 – 40% of the time	Disagree							
3	41 – 55% of the time	Somewhat Disagree							
4	56 – 70% of the time	Somewhat Agree							
5	71 – 85% of the time	Agree							
6	86 – 100% of the time	Strongly Agree							
NA		No Knowledge of This Element							

Additional Comments:

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